

## SDDC PERSONAL PROPERTY OFFICE PACIFIC

### Quick Reference Guide For Personal Property Shipments To The Republic Of Philippines For Retirees, Separatees, Designated Location Dependents (Non-Embassy Members)



## Introduction

The Surface Deployment and Distribution Command (SDDC) Pacific have received electronic mail correspondences, telephone inquiries and customer complaints from non-embassy members (retirees, separatees, designated location dependents, active members not assigned to the Embassy) of being miscounseled when a shipment is made to the Republic of Philippines. To assist the transportation offices and our Department of Defense members and employees relocating to the Republic of Philippines, SDDC Pacific has put together a pamphlet which provides instruction on processing shipments for retirees, separatees, designated location dependents, bluebarks and active duty members not assigned to the US Embassy, Manila.

The Republic of Philippines Bureau of Customs has imposed strict guidelines for returning residents and members of the US Armed Forces. For simplicity returning residents and members of the US Armed Forces will be referred to as members unless specifically identified otherwise. These guidelines are fully enforced by the Republic of Philippines Bureau of Customs. The information contained in this pamphlet provides helpful information when counseling members and processing shipments to the Republic of Philippines for non-embassy members.

The information contained in this guide is extracted from the Personal Property Consignment Instruction Guide and does not remove the counselor's requirement to review the consignment guide during the counseling session.

We hope you find this guide helpful. Should you have any question(s) concerning this guide or processing shipments to the Republic of Philippines in general, please contact SDDC Pacific at commercial (808)656-3331 or DSN 456-3331.

## Counseling the Member

Shipping to the Republic of Philippines requires careful planning. Due to very stringent rules and regulations imposed by the Republic of Philippines Bureau of Customs, members is to be informed during their counseling session that all custom entry requirements is a personal matter between the member and the Republic of Philippines.

Members are responsible for payment of all Republic of Philippines duties and taxes. Household goods shipments may be subjected to a thorough inspection by the Republic of Philippines Bureau of Customs. Members must be counseled that it is their responsibility to settle ALL port and storage charges incurred to release his/her shipment. Members must be warned that port and storage charges in the Philippine can be expensive.

### **Storage Charges**

There are two types of storage charges in the Republic of Philippines: (1) port storage and (2) storage in transit.

(1) Port storage applies to shipments held at the commercial port awaiting custom clearance by the member. Port storage applies to air and water ports.

(2) Storage is cumulative and may accrue at origin, in transit, at destination, or any combination thereof. Storage in transit is in connection with a line haul movement of personal property that is acquired either by a Personal Property Bill of Lading or contract. Storage in transit at destination does not occur until after the shipment clears customs at the commercial port.

### **When Does Port Storage Begin**

A port storage charge at the Ninoy International Airport for unaccompanied baggage shipment begins on the arrival date of the shipment. Whereas storage charges for household goods and privately owned vehicles begin six days from the arrival date at the commercial Port of Manila.

### **Storage in Transit**

Storage in transit begins after the member has settled payment of Republic of Philippines duties and taxes with the Bureau of Customs. The member is entitled to 90 days of storage in transit for household goods and unaccompanied baggage shipments. Certification of the DD Form 619 for Air Force is Headquarters Pacific Air Forces. Certification of the DD Form 619 for accessorial services of Navy shipments may be accomplished by the service member or the service member's designated agent. Certification of the DD Form 619 cannot be done by the transportation service provider's (TSP) agent.

## **Shipment Instructions**

Unaccompanied baggage and household goods are moved under the One Time Only Program rates solicited by SDDC. The following provides guidance on processing unaccompanied baggage and household goods shipments into the Republic of Philippines.

### **Unaccompanied Baggage Shipments**

Unaccompanied baggage shipments to the Republic of Philippines are moved Code 8. All unaccompanied baggage shipments must arrive at Ninoy Aquino International Airport Manila. Origin transportation office must ensure that all advance shipping documents **MUST** reflect the name, address and telephone number of the member in the Republic of Philippines. These documents are the Personal Property Government Bill of Lading (PPGBL), Airway Bill (AWB) and the packing list. Do not in any of the documents identify the name of the US Embassy Manila as the responsible destination transportation office for non-embassy members. The advance shipping documents must be mailed to the TSP's destination agent and not to the US Embassy Manila.

### **Household Good Shipments**

Household goods shipments to the Republic of Philippines are moved Code 4. All household goods shipments must arrive at the Port of Manila. Origin transportation offices must ensure all advance shipping documents **MUST** reflect the name, address and telephone number of the member in the Republic of Philippines. These documents are the PPGBL, Ocean Bill of Lading (OBL), and the packing list. Do not in any of the documents identify the name of the US Embassy Manila as the responsible destination transportation office for non-embassy members. The advance shipping document must be mailed to the TSP's destination agent and not to the US Embassy Manila.

A list of approved agents, their contact telephone number(s) and addresses are provided in Appendix A of this reference guide.

To preclude undue hardship to returning members, the origin transportation office must provide member(s) with copies of all shipping documents and ensure member(s) are provided with the name of the TSP, name of the TSP's destination agent and address, telephone number and point of contact in the Philippines. The shipping documents are the PPGBL, AWB for unaccompanied baggage, OBL for household goods.

## **Consignment Instructions**

During the counseling session, members should be informed of the new changes imposed by the Republic of Philippines Bureau of Customs for member(s) and returning resident(s) to the Republic of Philippines. These changes are:

- a.) If a shipment is consigned to the member, he/she must be physically present in the Republic of Philippines to process clearances of the unaccompanied baggage, household goods and privately owned vehicle to obtain full tax and duty-free exemptions.
- b.) If the member is not able to be in the Republic of Philippines and a power of attorney is issued, the member is not entitled to any exemptions and is subject to full duties and taxes imposed on his personal effects and household goods.
- c.) If only the member's spouse and children relocates to the Republic of Philippines, the unaccompanied baggage, household goods and privately owned vehicle can be consigned to the spouse. To obtain full tax and duty free exemption, the spouse of the member must present a 13G Philippine visa obtained from the Republic of Philippine's Embassy or Consulate nearest the origin shipping point. The spouse of the member may be required by the Republic of Philippines Bureau of Customs to present a copy of the spouse's passport or member's passport, copy of the bill of lading, packing list, and a copy of the member's travel order at the time of customs clearance.
- d.) If a power of attorney is provided to friend(s) or relative(s) of the member, the member shall pay the corresponding duties and taxes at the Republic of Philippines Bureau of Customs. The member's representative can accept delivery of the shipment, but the member is required to pay the duties and taxes.

Counselors should stress to the member that a shipment may be declared abandoned and eventually auctioned by the Republic of Philippines Bureau of Customs if it is not released within 30 days from the arrival date of the shipment. It is the members' responsibility to contact the TSP's destination agent and submit the necessary requirements such as the original passport and documents for member's signature to facilitate customs clearance. It is recommended that the member accompany the TSP's destination agent to the Republic of Philippines Bureau of Customs to witness the inspection of their shipment.

The only acceptable named consignee for non-Embassy member is the: member, spouse or name of the individual identified in the Power of Attorney, address and telephone number in c/o the TSP's destination agent. The PPGBL, AWB and OBL must declare 'Unaccompanied Air baggage/Personal Effects.', 'Household Goods Personal Effects and a full description of "Privately Owned Vehicle."' Shipments that are improperly declared and erroneously consigned will result in additional cost to the member. Members may pay an additional cost (current as of this pamphlet) of Php30, 000.00 pesos for any shipment that arrives improperly declared and/or erroneously consigned.



### **Shipper Certification Statements**

All shipping containers must have a shipper's export declaration and packing list. The following statement must be incorporated with the shipper's export declaration and packing list:

"This is to certify that I am the consignor/sender of these items which is a true and correct description of the goods contained in this shipment being sent to the Republic of Philippines. I also certify that there are no undeclared, restricted, illegal or banned items, including firearms, ammunition, illegal drugs, combustible goods included in this shipment."

(Print name of member, date and signature)

The member must be counseled that the Republic of Philippines Customs/Importation requirements is a personal request by the member to the Republic of Philippines Government.

The certification below must be in a memorandum form with one copy given to the member, one copy retained by the origin transportation office and a third copy attached to the DD Form 1299, shipping documents (PPGBL, AWB, OBL) and packing list on all shipments.

"I, (member's name), certify that I am aware that all customs entry requirements remain a personal matter between me and the Republic of Philippines Government. I am aware that my shipment is subject to a thorough inspection. I will pay corresponding duties and taxes as determined by the Republic of Philippines Bureau of Customs and storage charges my shipment will incur. Further, I am aware that my shipment may be declared abandoned and eventually auctioned by the Republic of Philippines Bureau of Customs if it is not released within 30 days from its arrival date.

I am aware that I am entitled to 90 days of storage in transit, for unaccompanied baggage and household goods, at the transportation service provider's agent warehouse upon

release of my shipment from the Republic of Philippines Bureau of Customs. The transportation service provider's agent can assist with customs formalities and arrange for delivery, perform unpacking, and upon my request will do a one time placement of furniture in my residence, at no cost to me."

(Print name of member, date and signature)

The origin transportation office must ensure the Shipper Certification Statements addressed above are signed in triplicate, with one copy provided to the member, copy retained in origin file and copy to the TSP. Retaining this document is extremely important. This ensures the member has acknowledged that he/she had been counseled and understands his/her requirements and responsibility when his/her personal property arrives in the Republic of Philippines.

## **Appendix A**

### **Approved Agents For DoD Shipments**

Currently, there are four approved agents serving the US Embassy. These agents perform outbound and inbound destination services in the Republic of Philippines for the handling and movement of Department of Defense personal property shipments. The names of these agents, address and telephone number are provided below:

#### **Crown Relocations**

#2 Panorama Compound, Km. 18 Severina Subdivision  
W. Service Rd., SSH, Sucat, Paranaque  
Metro Manila, Philippines  
Telephone Number: (632) 822-1123/823-2761  
Fax Number: (632) 823-5263

#### **Asian Tigers Lane Moving and Storage**

N4 JY & Sons Compound, Veterans Complex  
1631 Taguig, Manila, Philippines  
Tel # (632) 837-0932  
Fax # (632) 838-4835

#### **Santa Fe Moving and Relocation Services**

Unit#3 First Avenue, Manalac  
Taguig, Metro Manila 1604  
Philippines  
Tel # (632) 838-1761 Local 29  
Fax # (632) 838-8190

#### **Carepak**

1234 Villongco road, Sucat  
Paranaque City, Metro Manila  
Philippines  
Tel # (632) 809-5808  
Fax # (632) 807-3041